

Attachment 4

Work Summary

Major project phases include:

- Direct Project Administration
- ~~Land Purchase/Easement~~ (*this task will be omitted as it does not apply to this project*)
- Planning/Design/Engineering/Environmental Documentation
- Construction/Implementation (with Construction Administration and Construction Close Out)
- Monitoring and Reporting (including Ongoing Operation and Maintenance and Monitoring and Reporting)

Table 4.1 provides a description of activities and deliverables by major task.

Project Status: The City has already prepared a basis of design for proposed facilities, estimated construction costs and evaluated permitting requirements. The City does not need to acquire any new property since all work will take place on already disturbed property that the City has owned and controlled for over 70 years. With the exception of conceptual design and Basis of Design report development, which are complete, the status of all tasks listed in Table 4.1 is “pending receipt of grant funds.”

Table 4.1 Work Tasks		
Grant Funded Activities		
Task	Sub Task	Deliverables
(a) Direct Project Administration	(a.1) Monitor progress and comply with grant reporting requirements	Quarterly and annual progress reports including percent complete by task
	(a.2) Allocate staff resources and monitoring staff resources and budgets. Track budget expenditures against authorized funds, assign staff, and independently assess project progress (e.g., percent design work complete) against budget expended to measure earned value.	Detailed initial project schedule Monthly estimate of earned value
	(a.3) Track design progress and construction execution against project schedule	Periodic schedule updates
	(a.4) Manage City resources applied to the project	Quarterly summaries on accomplishments and staff assigned and used
	(a.5) Administer and monitor construction contract.	Monthly summaries of construction activities
	(a.6) Prepare payment requests. Check payment requests from construction contractor against physical percent work complete, to determine whether payment requests are supported by field activities. Prepare documentation to support construction payment request approvals to the City Council and prepare grant accounting paper work and payment requests for work completed with grant funding.	Approved monthly pay requests for construction with supporting documentation
(c) Planning/ Design/ Engineering/ Environmental Documentation	(c.1) Develop basis of design. Review record drawing information for existing facilities. Carry out field inspection to determine condition and location of existing facilities. Develop and evaluate conceptual plan. Estimate the construction costs for proposed facilities. Prepare a summary description of proposed system.	Complete Basis of design report
	(c.2) Develop intermediate and final design products	Bid documents (plans and specs) at 50 percent, 90 percent and 100 percent completion; estimated construction costs at 50 percent, 90 percent, and 100 percent design completion
	(c.3) Prepare and obtain CEQA and NEPA exemption documents or negative declaration if required.	CEQA exemption documentation and evidence of any required announcement, public reviews and/or adoptions NEPA exemption documentation

(d) Construction/ Implementation	(d.1) Conduct competitive bidding for construction	Prebid meeting minutes and one or two addenda during bidding
	(d.2) Evaluate bids and obtain City Council approval to award	Evaluation of bids received including documentation of any references check and a staff report to the City Council recommending contract award
	(d.3) Construction will include: mobilization and site preparation; percolation tests on Blanco Retention Basin; installation of 8-in pipe for mainline and 4-in perforated pipe for underdrains; low-flow dry-weather diversion connection with control valves intertied to SCADA to divert low flow stormwater into MRWPCA system; installation of backflow preventer, 6-in gate valves for open/close flow into MRWPCA system and retention basin, and flow meter; installation of low head pump station, and 6-in force main from pump station to retention basin; regrade Blanco Retention Basin; installation of diversion valve/splitter box of new sluice gate to divert low flow stormwater into Blanco Retention Basin; startup, commissioning, and performance testing and demobilization; site cleanup; permitting and BMPs.	Provided by contractor—all required submittals, operation and maintenance information for new equipment. Constructed facilities, commissioned, startup and operating.)
	(d.4) Provide resident inspection, submittal review, response to contractor questions, change order preparation, project start up and project close out. Log and manage submittals, RFIs, and change order requests. Review submittals and return with appropriate comments and recommended action. Respond in writing to RFIs. Carry out field inspections and prepare inspection reports to ensure that Contractor conforms to project requirements such as SWPPP and environment and traffic control constraints and building facilities as required by plans and specifications. Direct Contractor to carry out any required testing and log and review testing reports. Conduct final punch-list inspection, prepare and submit punch list and confirm that the Contractor completes all work. Conduct final project close out.	Submittal log and reviewed submittals. RFI log and RFI responses. Reviewed field testing reports. Daily inspection reports. Punch list.
	(d.5) Check overall project costs and accounting and prepare Final Report with summary of all costs.	Final Report
Non-grant Funded Follow Up Activities		
(e) Monitoring and Reporting	(e.1) Prepare final monitoring plan	Draft Monitoring Plan and Final Monitoring Plan
	(e.2) Implement monitoring plan	Contract for outside monitoring and establish and administer monitoring contract
	(e.3) Prepare periodic reports on project performance as required by regulatory agencies and for grant compliance	Water quality reports to CEDEN Central Coast Data Center
		Project Performance reports
		Regulatory reports